



## State of Tennessee Department of Children's Services

### New/Revised Policies and Updates

TO: All Department of Children's Services Employees

FROM: Mary Hubbert, Policy Development Coordinator  
Planning and Policy Development

DATE: January 23, 2009

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies or deletion of policies. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

\*The **PREVIEW** notation below indicates that the revised/new policy will be placed in the **PREVIEW** folder on the "Policies and Procedures" web page for a maximum of thirty (30) days (or less) prior to their effective date. Policies that are placed on **PREVIEW** are usually those that contain **MAJOR** revisions or revisions that require immediate attention. This 30-day **PREVIEW** period is designated for policy review, interpretation and/or training. After the 30-day **PREVIEW** period ends, policies and procedures will be moved to their respective Policy Chapter. Policy revisions that are **MINOR** will not be placed on **PREVIEW** but placed directly in the policy chapter and an effective date assigned accordingly.

Please note: Policies and forms are [linked](#) on this list as a courtesy for ease of access. If links do not work properly from this list, go to the policies or forms web pages to access documents.

If there are questions or if other information is needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	<a href="#">7.3</a>	<a href="#">Personal Responsibility for Computer Resources</a>	7	01/30/09	None
Summary of Revisions for 7.3		Supersedes: 7.3 03/01/08: Section A, item #2: Deleted "The employee shall sign form CS-0062, Computer Code of Ethics"			

- **Major Policy Review:** Policy revisions are substantial (*i.e.*, revisions are in multiple sections of the policy that may impact current practice or process).
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					<p>and an <b>Information Technology Resources and Services Use Agreement</b> indicating personal responsibility and acknowledging that disciplinary action may be taken for negligence, loss or damage.”</p> <p><b>Section C, item #1: Deleted</b> “...employees”; <b>Replaced with</b> “...users”; <b>Added:</b> “...as defined in DCS policy <a href="#">7.2 Acceptable Use Network Access Rights and Obligations</a>”</p> <p><b>Deleted from item #3:</b> “employees”; <b>Replaced with</b> “...internal users”</p> <p><b>Deleted from item #4, c:</b> “employees”; <b>Replaced with</b> “...internal users”</p> <p><b>Section G: Deleted</b> from item #2: “made available”; <b>Replaced with</b> “approved”; Deleted “...through the <u>Novell-delivered Application</u> launcher...”</p> <p>Policy on <b>Preview</b>. Major review required.</p>
2.	7.4	<a href="#">Mobile Device Issuance</a>	7	01/30/09	None
<b>Summary of Revisions for 7.4</b>		<p><u>Supersedes: 7.4, 03/01/08:</u> <b>Section A: Deleted</b> “... after being authorized by the Deputy Commissioner or appropriate Executive Director...”</p> <p>Policy on <b>Preview</b>. Minor review required.</p>			
3.	7.6	<a href="#">Assignment of Computers and Related Equipment</a>	7	01/30/09	<a href="#">CS-0349, Transfer of State Equipment</a>
<b>Summary of Revisions for 7.6</b>		<p><u>Supersedes: 7.6, 04/01/06:</u> <b>Section A, item #2: Deleted</b> “...Administrators, Executive Directors, Directors, YDC Superintendents, Group Home Directors or Designees; <b>Replaced with:</b> “...Property Officers or Central Office Administrative Staff”</p> <p><b>Section A, item #2, b: Deleted</b> “...DCS Help Desk...; <b>Replaced with:</b> “...Office of Information Systems Asset Management Unit.”</p> <p><b>Section B, item #1: Deleted</b> “...Administrators, Executive Directors, Directors, YDC Superintendents, Group Home Directors or Designees; <b>Replaced with:</b> “...Property Officers or Central Office Administrative Staff”</p> <p><b>Section B, item #1: Added</b> “...EI...”</p> <p><b>Section B, item #2: Added</b> “...EI...”</p> <p><b>Section B, item #3: Deleted</b> “...Administrators, Executive Directors, Directors, YDC Superintendents, Group Home Directors or Designees; <b>Replaced with:</b> “...Property Officers or Central Office Administrative Staff”</p> <p><b>Section C, item #1: Deleted</b> “...Administrators, Executive Directors, Directors, YDC Superintendents, Group Home Directors or Designees; <b>Replaced with:</b> “...Property Officers or Central Office Administrative Staff”; <b>Deleted:</b> “...DCS Help Desk...;”</p>			

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		<p><b>Replaced with:</b> "...Office of Information Systems Asset Management Unit."</p> <p><b>Section C, item #2: Deleted:</b> "The DCS Help Desk, in accordance with standard DCS policy and procedures, will verify essential information, and route it to Asset Management for approval." Re-formatted bullets and numbering.</p> <p><b>Section C, item #2 a): Deleted</b> "...approve requests and route back to the DCS Help Desk, and b) The DCS Help Desk will..." Merged new a), and b); re-formatted bullets and numbering.</p> <p>Policy on <b>Preview</b>. Major review required.</p>			
4.	7.8	<a href="#">Acquisition of Information Technology Assets</a>	7	01/30/09	None
Summary of Revisions for 7.8		<b>Supersedes 7.8, 04/01/06:</b> Section A, item #3: Added "El..." Policy on <b>Preview</b> . Minor review required.			
5.	7.15	<a href="#">Computer Network and Cabling Services</a>	7	01/30/09	None
Summary of Revisions for 7.15		<p><b>Supersedes 7.15, 03/01/08:</b> Section A: Deleted: "...Technology (OIT); Replaced with: "...Systems (OIS) Telecommunications Division"</p> <p><b>Section B, item #1: Deleted:</b> "...Computer Network and Cabling Liaison"; <b>Replaced with:</b> "...OIS, Telecommunications Division"</p> <p><b>Section C, items 1 -5: Deleted:</b> "DCS employees may request computer network and cabling services by contacting the <u>DCS Help Desk</u> that will execute a Remedy Case created that provides the details of the computer network or cabling need. The DCS Help Desk will forward the completed request to the OIS-Computer Network liaison for processing with the applicable approval authority as indicated below..."</p> <p><b>Replaced with:</b> "DCS employees may request computer network and cabling services by contacting the DCS Telecommunications Division that will execute a <b>Telecommunication Service Request (TSR)</b> web application request that provides the details of the computer network or cabling needs."</p> <p><b>Section E: Deleted:</b> "...OIT computer network liaison"; <b>Replaced with:</b> "...OIS, Telecommunications Division"; <b>Item #1: Deleted:</b> "Remedy Case"</p> <p><b>Section F: "Telephone cable" Deleted</b></p> <p>Policy on <b>Preview</b>. Major review required.</p>			

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6.	7.16	<a href="#">Telecommunication Services</a>	7	01/30/09	
Summary of Revisions for 7.16		<p><b>Supersedes 7.16, 03/01/08: Section A: Deleted</b> "...Technology; <b>Replaced with:</b> "...Systems (OIS) (in all instances);</p> <p><b>Section E, 2, c): Deleted</b> "All calls must be for state business and all calls must be recorded on form <b>GS-0686, Log of Long Distance Telephone Calls.</b>"</p> <p><b>Section E, 2, d): Deleted</b> "The log entry will note "for personal use" in the section labeled "Purpose of Call."</p> <p>Policy on <b>Preview</b>. Major review required.</p>			
7.	13.8	Quarterly Eval of Youth Adjud Delinquent and on Probation-Comm Aftercare or ICJ Supervision	13		
<b>Policy Deleted.</b>		This process is now handled under the Youth and Family Intervention Agreement (YFIA) process.			
8.	13.30	Individual Program Plan-Probation Aftercare	13		
<b>Policy Deleted.</b>		The Youth and Family Intervention Agreement (YFIA) replaced this process.			
9.	Manual	Individual Program Plan Manual-Probation, Community Aftercare, Interstate Compact on Juveniles			
<b>Manual Deleted.</b>		The Youth and Family Intervention Agreement (YFIA) replaced this process.			
10.	14.26	<a href="#">Multiple Response Assessment Track</a>	14	01/30/09	<a href="#">CS-0158, Notification of Equal Access to Programs</a> <a href="#">CS- 0668, Authorization for Release of Information to the Department of Children's Services and Notification of Release</a> <a href="#">CS-0699, Notices of Privacy Practices</a> <a href="#">CS-0726, Child Protective Services/Non-</a>

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					<a href="#"><u>Custodial Case File Documentation and Organization Checklist</u></a> <a href="#"><u>CS-0740, CPS Investigation Summary and Classification Decision of Child Abuse/Neglect Referral</u></a> <a href="#"><u>CS-0787 Non-Custodial Permanency Plan</u></a> <a href="#"><u>CS-0824, Native American Heritage Veto Verification</u></a> <a href="#"><u>CS-0827, Non Custodial Consent for Transportation</u></a> <a href="#"><u>CS-0835 Acknowledgment of Receipt of Client Rights Handbook</u></a> (Last page of Client Right's Handbook)
<b>Summary of Revisions for 14.26</b>		Revisions include: <ul style="list-style-type: none"> <li>•Section B split into 2 sections; Section C, <u>Assessment Tasks</u> added to clarify procedures between initial assessment and assessment tasks;</li> <li>•Section B, 1: Item h) added: "Multiple Response System Assessment cases must be classified within thirty (30) days after receipt of report. Review DCS policy 14.7 Classification of a Child Protective Services Case."</li> <li>•Section E added to outline procedures for receiving an assessment referral on an open investigation;</li> <li>•Section F procedures clarified for receiving a CPS referral on open non-custodial cases;</li> <li>•Section G added regarding documentation into data system; and</li> <li>•Section H added to provide procedures for documentation and organization of non-custodial case files</li> <li>•Additional forms added to <i>Forms</i> section; Additional documents added to <i>Collateral Documents</i> section</li> </ul> Policy on <b>Preview</b> . Major review required.			

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11.	16.60	<a href="#">Multiple Response Services-Family Services Worker Responsibilities</a>	16	01/15/09	<a href="#">CS-0158, Notification of Equal Access to Programs</a> <a href="#">CS-0498, Family Intervention Services Application</a> <a href="#">CS- 0668, Authorization for Release of Information to the Department of Children's Services and Notification of Release</a> <a href="#">CS-0699, Notices of Privacy Practices</a> <a href="#">CS-0726, Child Protective Services/Non-Custodial Case File Documentation and Organization Checklist</a> <a href="#">CS-0787, Non Custodial Permanency Plan</a> <a href="#">CS-0824, Native American Heritage Veto Verification</a> <a href="#">CS-0827, Non Custodial Consent for Transportation</a>
<b>Summary of Revisions for 16.60</b>		Added link to <a href="#">A Case Worker's Guide to Opening and Transitioning Cases</a> in Collaterals Section; Added additional documents to Collateral Section: <a href="#">Clients' Rights Handbook</a> ; <a href="#">Confirmation of Native American Heritage</a> ; <a href="#">Determination of Tribal Affiliation</a> ; Added additional forms to Section B 1, 3, and 4 and in Forms section of the policy. Minor policy review required.			
12.	18.26	<a href="#">Quarterly Reports for YDCs and Group Homes</a>	18	01/01/09	<a href="#">CS-0907 Youth Development Center Quarterly Report</a>
<b>Summary of Revisions for 18.26</b>		Clarification made to Section B, 1, regarding submission of quarterly reports. Minor policy review required.			

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